



manageMint

fresh thinking property management

Management Services

Appraisal of Property

- Advice on rent (including comparative rental charges)
- Property key holding
- Property listing
- Conforming to legal requirements regarding property specifications
- Preparing checklists for properties

Letting

- Compiling details for web-page listing
- Daily maintenance of online presence
- Matching potential tenants to suit timescale and requirements
- Showing prospective tenants around property
- Acquiring references on behalf of client
- Preparation of lease agreement and all necessary legal documentation, including Guarantors, management agreement and itinerary checklists.
- Serving of legal notices
- Collection of deposit bond to be held by our company until end of tenancy

Rent collection

- Clients can avail of our rent collection service as well as transparent monthly statements which will be forwarded directly to the client.
- In addition to this, we provide a three month report on the state of the property. This will include any management and maintenance issues/ resolutions.

Tenant Change

- At the end of a tenancy agreement, we will be actively involved in collecting keys, securing property, inspecting property, feedback to our client, providing a cleaning service, a laundry service if required and arranging repairs if necessary. Tenant deposit return will also be included.

Housing Executive Compliance

- Arranging annual inspection
- Service of fire detection systems and obtaining necessary certificates using our local independent fire safety consultants
- Monitoring of rubbish disposal/collection
- 24 hour contact service
- Dealing with behavior of tenants including any guests of tenants, for example anti-social behavior

Emergencies

- Our management service will provide a 24hr emergency service, for example lost or forgotten keys)

Occupancy

- Detailed checklist carried out with client and tenant
- Arranging N.I.E. Metre reading
- Dipping oil tank
- Storage arrangements (if required)
- Welcome pack will be provided if requested

Property Induction

- Showing new tenant into property and explaining different functions central heating, shower etc
- Detailed Itinerary checklist with tenant(s)

Inspections

- Arrangements will be made with the tenants for frequent inspections to be carried out depending on the individual tenancy contract

General Maintenance

- Should any maintenance be required, we will ensure that the work is carried out effectively and efficiently for any jobs up to the cost of £100.
- For any further maintenance required that will cost over this amount we will contact our client and provide three quotes for the service.
- We are proud to be able to offer our very own maintenance company which is fully insured and boasts over 60 employees. They cover every type of maintenance imaginable, including renovations, any building work, plumbing, heating, electrics, and even furnishing properties.